

Oregon Child Development Coalition

Board of Directors Meeting April 27, 2019

Central Office 9 am – 4 pm

Board Members, Shari Lane, Board Chair; Juan Preciado, Board Vice-Chair; Grant Baxter, Anna Lee, Steve Petruzelli, Dan Quiñones, Mark McDaniel, Yessica Guerrero, and Patricia Cuevas.

Quorum established.

OCDC Staff, Donalda Dodson, Executive Director; Rachel Elliot, ECH Education Specialist; Karen Ayers, Program and Partnership Manager; Ambrosi Bowman, HR Generalist; Walter Kalinowski, Director of Human Resources; Don Horseman, Director of Financial Services; and Linda Torres, Senior Executive Assistant

Board Minutes February 2, 2019

There was one correction February 2 minutes, on page 3, unattended child report.

Motion: Shari Lane, Board Chair entertained a motion to approve the February 2, 2019 Board meeting minutes as corrected. Grant Baxter made the motion and Mark McDaniel seconded. All those in favor said ‘aye.’ Motion passed.

Board Minutes March 9, 2019

Motion: Shari Lane called for a motion to approve the March 9, 2019 Board meeting minutes; no corrections. Hearing no comments, all in favor said ‘aye’, the motion carries.

2018 Child Outcomes

Rachel Elliot, Early Childhood Education Specialist, and Karen Ayers, Program and Partnership Manager

Rachel made a PP presentation of the Child Outcomes showing charts with comparison of checkpoints on growth in all domains: social emotional, physical, language, Spanish language, cognitive, literacy, and math.

1. OPK-Oregon Prekindergarten- OPK Growth, Children Identified with an Individual Family Service Plan;
2. Early Head Start - EHS Growth
3. Seasonal Head Start - SHS Growth
4. Migrant Head Start - MHS Infant Toddler Growth; MHS Preschool Growth
5. Provided Trainings to support growth in Teaching Practice in Math, Language, and Literacy

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6. Gave out copies of the Oregon Early Learning and Kindergarten guidelines.
7. Karen mentioned that she is working at the State level with ELD working and creating the kindergarten standards.

Agency Corrective Action Policy 60.060

Ambrosi Bowman, HR Generalist introduced updates to the Corrective Action Policy, this policy is for all agency employees, and in accordance with OCDC agency standards of Conduct policy. This policy has been presented to the Policy Councils, and also to the Board HR Committee on April 11. Ambrosi went through the policy and explained some of the changes that are highlighted, and copies of policy were given out to the board members.

- Added language regarding the Code of conduct and Code of behavior; how agency seeks to maintain standards of employee conduct that support agency operations.
- Documentation of corrective action will be placed in the personnel file.
- Corrective Action Procedures.
- Documented Oral warnings and written warnings.
- Added language on clarifying the Final written warning and suspension
- Acknowledgement and receipt of warnings.

MOTION: Shari Lane, Board Chair, called for a motion to approve the Policy 60.060 Agency Corrective Action as presented. Juan Preciado made the motion, and Yessica Guerrero seconded. All those in favor said aye. The motion passed.

Employee Opinion Survey (EOS) 2019

Ambrosi and Walter talked about the Employee Opinion Survey. This was presented to the HR committee and wanted to make sure all the Board were aware of the survey that we will be doing this year. Walter said that we will be doing announcement in the newsletter and ask management to announce at staff meetings and place flyers in the counties. Emails also go out so employees know about the topic. The employee survey is anonymous, confidential and is done by a third party. The Board thanked Ambrosi and Walter.

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Board Communication

After a brief exercise that Shari shared with the Board and ELT, the Board expressed the issues that are critical for communication within OCDC:

In Summary – Board members all care and want to be engaged with the agency and how we deal and better achieve our mission. Involving the Board in important issues, as incidents and enrollment, but not limited to child incidents, but under enrollment, and more information as the ongoing problems, communicating in a timely manner to discuss more solutions, looking at the grants, making us part of the decision making process, and being engaged to problem solve. Board would like the Finance and other documents sooner, participate with all staff, and contribute to the OCDC Newsletter.

Head Start Recompensation

The Board was asking about how a HS agency is subject to open competition. Any other Head Start can apply for a HS program. Head Start determines seven conditions or areas that are in the Designation Renewal System- DRS.

- CLASS scores drop
- Child incidents
- Deficiency on Federal Review
- Not in alignment with HS Child Outcomes framework
- Annual audits not good
- Child Care license withdrawn, or Child Food program
- Budget and Fiscal management not stable

Action: Donalda will bring the criteria/protocol to the next meeting.

Region X and Region XII EHS-CCP Year 2019/2020 Grants

Don Horseman informed that this would be the beginning of the Five year grant. We incorporate any changes that Operations, the Community Assessment, and Facilities gives us for the budget; over all summarization of any intended changes is based on that information we receive for the input of budgets. The narrative has to support what we are doing as well. Consistent across the board is the COLA (Cost of Living Adjustment). This is a permanent increase that comes from the Office of Head Start and goes to the agency compensation schedule; and we submit that 1.77 percent COLA increase to all the staff. This is what we are proposing for Region X and XII EHS CCP grant 2019/20. Don gave out copies.

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We are ready to complete the Fiscal budget Region XII and Region X. We are asking for the Board approval today, and if there are any changes we will bring these back. But Don said that this is the final budget.

Shari mentioned that looking at last year’s EHS grants gave her an idea of what we have been talking about, the Narrative and the charts were really helpful; instrumental steps for the funding to be approved. There was question on what is changing in our Narrative and Community Assessment, if we are still working on that? Maybe we can get a draft and explain to the Board the Narrative section: Shari was reading page 8 from last year, and the goals based on work plan and reading that we created those goals and planning activities with the Board and PC, in accordance with the agency standards.

Shari said that the grant narrative is what she would like to see before it’s finalized for the Board’s input. Donalda will be meeting with the team who is writing the grant narratives, a draft can be presented. We can talk to the Board about the report for CA and T&TA that we are putting together. The Board can be part of the conversation and how we are working on those issues.

Board Conference Call - May 21 at 6 pm PT, 7 pm MT to review and vote on the Region X and Region XII EHS CCP Grant Narratives.

Region X EHS-CCP and Region XII EHS-CCP Program Year One 2019/2020 Budget Board Approval - First Year of Five Year Grant

Region X EHS-CCP 2019 Budget

OCDC is requesting the approval for the first year of a five year grant budget for the Region X EHS-Child Care Partnership program that runs from September 1, 2019 to August 31, 2020 as presented. These funds will be use to continue to provide services to 170 children through our Community Partners in six counties in Oregon. OCDC is also requesting a 16% waiver of Non-Federal Share. Copy of budget was given out to the board members, and Region X EHS CCP program partner list.

Total Funding	\$3,690,077
Non-Federal Share required (20%)	922,519
Non Federal Share waiver request (16%)	<u>768,766</u>
In-Kind required (4%)	\$153,753

MOTION: Shari called for a motion to accept the Region X EHS 2019 grant budget as presented. Steve Petruzelli made the motion, and Grant Baxter seconded

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the motion to accept the Region X EHS 2019 grant budget as presented. All in favor said aye. No discussion. Motion passes.

MOTION:

Shari Lane called for a motion to approve the Region X EHS 2019 Non-Federal Share waiver requested as presented. Anna Lee made the motion to approve the Region X EHS 2019 Non-Federal Share as presented; Patricia Cuevas seconded the motion. All in favor said aye. No discussion. The motion passes.

Region XII EHS-CCP 2019 Budget 2019

OCDC is requesting approval for the first year of the five year grant for Region XII EHS-Child Care Partnership program budget that runs from September 1, 2019 to August 31, 2020 as presented. These funds will be used to continue to provide services to 192 children throughout Oregon, and one community partner. OCDC is requesting a 17.5% waiver of Non-Federal Share.

Total Funding	\$5,355,601
Non-Federal Share required (20%)	1,338,900
Non-Federal Share waiver request (17.5%)	1,201,577
In-Kind required (2.5%)	\$ 137,323

MOTION:

Shari Lane called for a motion to accept the Region XII EHS 2019 grant budget as presented. Mark McDaniel made the motion, and Grant Baxter seconded the motion to accept the Region XII EHS 2019 grant budget as presented. The motion carries.

MOTION:

Shari called for a motion to accept the Region XII EHS 2019 Non-Federal Share waiver request as presented. Patricia Cuevas made the motion, Grant Baxter seconded the motion to accept the Region XII EHS 2019 grant Non-Federal Share waiver request as presented. Motion passes.

Executive Director Report

Strategic Session Committee Follow Up

The SP committee met to follow up on the strategic session. Mark and Marta are part of this committee. We are having some struggle with what the objectives are. Donalda presented

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the notes of the strategic session, and we are trying to sort out. We have another committee meeting next month, and we are going to update the objectives. We are not reinventing a new plan.

Action: Shari made a request that in February or March of next year, we meet with all individuals as PC, Board, Management, Program Directors, and we just have a brainstorming session about issues and what are the ideas that we have not yet explored.

Boardman Building

Donalda updated the Board that the Office of Head Start gave us the approval and funds for Boardman building. They authorized \$1.5 million for the completion of the building. We are just waiting for the fiscal documents confirmation and planning discussions.

ELD/OPK – Oregon Prekindergarten Program

Donalda informed that we received an email from our OPK Grant Specialist, Michael Connor noting that we needed to return our OPK staff to previous staffing pattern levels. He also said we were in violation of the Head Start Performance Standards for our educational programs. He noted he had informed local management, but OCDC Specialist and Management staff that was present did not receive this information, nor did he speak with Central Office. Michael did interview teachers, and administrative assistant.

Since we just received notice of the amount of funds that we needed to return to ELD due to under enrollment we now know how much funding we have available for the rest of the year and will be working on that budget.

Action: Shari asked if the Board can get a copy of the OPK letter and email; and to be sent to the Board.

Klamath County Interim Director

Donalda wanted to clarify about Monica Shaw, Family and Health Services Supervisor in Klamath County. There was some confusion, and this was a timing issue, that just before the Strategic Session with Board, PC and management staff on March 8, we had just talked with Monica about asking her help with transition and be Interim 3 days a week in Klamath County. Deborah Hoswell, Program Director would be transferring responsibilities, since Deborah will be retiring. Monica has a Master's in public health. We do still have to interview for that position of Program Director.

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Incident in Washington County

Donalda informed the Board members on the recent child incident in Washington County. The child is from the OPK program. Child was safe. We suspended some of the staff, until HR completes the investigation. The appropriate reports were made to the parent, licensing office, DHS, and our own areas.

The Board had question on what are the center protocols. At the March strategic session meeting staff was talking about this. The teachers didn't know what to do when there is a missing child, or if there was a protocol.

Action: Board asked if there is a protocol in place? Donalda said there should be a procedural book; Donalda will follow up.

OPK and MSEHS PIR Summary Reports

Donalda presented to the Board the PIR (Program Information Report) for Migrant and Seasonal Head Start and Early Head Start, and the PIR for Oregon Prekindergarten.

Board Calendar Plan 2019

The Board calendar was presented to the Board with updated information on due dates and Board HR, Fiscal, and Audit Committees, PC meetings, etc. Linda will email the board the updated calendar.

Implicit Bias Training/ June 29

Shari confirmed that Diamond Law Training and consultant Marina Moro, who is bilingual will provide the Implicit Bias training to the Board and ELT members, and OCDC staff on June 29, 2019 Board meeting in Wilsonville office. Gave out copies of the Diamond Law information.

Next Board Meeting is May 31 in Woodburn center, Marion County.

Adjourns

Board adjourns at 4:00 pm PT
